

**REQUEST FOR COUNTY OWNED SURPLUS PROPERTY
BY QUALIFIED NONPROFIT ORGANIZATION**

A. Information on Requesting Organization

Date of Application: _____

1. Organization:

Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____ Website Address: _____

Business Personal Property Parcel: _____

2. Contact person:

Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

3. Information to placed on the deed:

Owner's Name: _____

Owner's Mailing Address: _____

4. Property requested – Nonprofit organizations that have not obtained property from this program before are limited to three parcels for their first request.

Parcel Number Address

Parcel Number Address

Parcel Number Address

Parcel Number Address

Parcel Number Address

In reference to IC 6-1.1-24-6.7, the County will require the following information:

☐ Check this box if this project has committed funding from the City of Indianapolis or State of Indiana.

Information on use of requested parcels - Briefly provide the following information.

5. Proposed use of each parcel(s) or project involving the parcels.
6. Implementation timeline for each parcel or project.
7. Attach the financial pro-forma for the parcel(s) or project. Note if financing is committed or when it will be secured.
 - a. If private funding is being supplied, attach the private entities' FED ID number, current financial statements, and proof of funding for the parcel or project.
 - b. Letter signed by an officer of the private company certifying that the private company is currently in good standing with the IRS and the Secretary of State in which the business is located.
 - c. Certificate of Existence or Good Standing from the Secretary of State in which the business is located.
8. Will each parcel remain in the name of the applicant? ☐Yes ☐No
For each no answer please:
 - a. Explain why the property is being sold, and
 - b. Provide the name to which ownership will be transferred, relationship to organization, reason for sale, and estimated selling price.

Required attachments regarding the requesting organization:

Indiana Code limits Conditional Quitclaim Deeds to nonprofit organizations.

Attach the organizations:

9. Internal Revenue Service determination letter.
10. State of Indiana Certificate of Existence or Good Standing
11. Current articles of incorporation and by-laws
12. Previous three years year-end financial statements
13. Current financial statements
14. Letter signed by an officer of the corporation certifying that the corporation is currently recognized by the IRS and State of Indiana as a nonprofit organization.

The applying nonprofit organization must be current on all property taxes in order to be eligible to participate in this program.

The County requires the nonprofit organization to be in existence for at least one year and have the procurement and disposal of affordable housing in their bylaws.

All properties must be brought up to all city and state health and building standards. All permits must also be secured by the nonprofit group.

Transfer fee:

There is a \$1,400.00 transfer fee for each parcel with an improvement, or a \$500.00 transfer fee for each parcel without an improvement approved for transfer by the Commissioners. The fee is payable with application and will be refunded if Commissioner's do not approve the request. Make the check payable to: Marion County Treasurer.

Purchase price:

A property may have a minimum purchase price in addition to the transfer fee. The minimum is based on the assessed value of the property.

General Points of Interest:

The transfer of any properties, to a nonprofit organization, is in no way reason to claim exemption from taxation for the properties. The Marion County Treasurer's office does not guarantee that the properties will be tax exempt upon title transfer.

All properties are sold on an AS IS condition. The County assumes no responsibility for any change in condition of the property from the time the property is requested to the time the property is titled over to the requesting organization. **All sales are final.**

Title will be transferred by a Conditional Quit Claim Deed. The Marion County Assessor's Office will field inspect each property prior to the conditions being released on the deed. The Assessor's Office will also update the Assessed Value of the property on this visit. All conditions must be met, and the Marion County Commissioners must approve the release of these conditions prior to further properties being requested by the nonprofit organization.

The Treasurer's Office will reference all properties by parcel number only. Please check the accuracy of these numbers to the address(es) you are requesting. The full listing of eligible properties can be found on the Marion County Commissioners' Web Site. All parcel numbers are listed with their corresponding address.

www.Indy.gov/comm - click on the 'Surplus Sale' link.

The Marion County Board of Commissioners DOES NOT warrant that these properties are free and clear of all encumbrances, easements, encroachments, judgments, liens, right-of-way restrictions. All buyers are encouraged to hire a real estate attorney to perform a quiet title action to remove all liens, judgments, etc.

In order for the purchase of any parcel to be considered, the Marion County Commissioners **RESERVE THE RIGHT** to require that other County Surplus Parcels within the target neighborhood must be purchased along with the requested parcel.

Properties that have been assessed over \$50,000 by the Marion County Assessor may be taken to a public auction before they are offered to any nonprofit organization.

Please submit application to:

**Marion County Treasurer
County Owned Surplus Property
200 E Washington Street Suite 1041
Indianapolis, Indiana 46204**

Common conditions enforced by the Marion County Commissioners:

1. The outside of the structure must be brought up to and meet all standards required by the Department of Code Enforcement and the Health and Hospital Corporation of Marion County within a three month period from the time of conveyance (weather permitting).
2. All renovation must be completed within a two year period from the time of conveyance, and meet all standards required by the Department of Code Enforcement and the Health and Hospital Corporation of Marion County.
3. The Commissioners require that no new citations be placed on the property from any Governmental entity post the date of conveyance. If new liens are placed on any parcel transferred by the Commissioners the property will revert back to the County's control.
4. Progress reports will be due to the Marion County Commissioners at six (6), twelve (12) and twenty-four (24) months from the time of conveyance, or once the rehabilitation is completed. The Commissioners require that all cost of renovation be noted, and proof of these renovations will be required.
5. The property shall remain in the applicants name until the conditions on the deed have been released by the Commissioners.
6. In reference to **IC 6-1.1-24-6.7**, the reversion of the property to the County if the grantee nonprofit corporation fails to comply with any of the terms and conditions set forth by the County Commissioners. If the nonprofit has any property reverted back to the County, then they will no longer be considered as an eligible purchaser through this program.